



TOWN OF SUNSET BEACH

Special Event Policy

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Special Event Definition

Special Event shall be defined as a celebration, gathering, meeting, program, or similar occasion that is open to public, which involves the use of Town parks, park areas, facilities, sidewalks, streets or any part thereof, and which may include, but not necessarily be limited to, entertainment, dancing, music, dramatic productions, parades, exhibitions, fundraisers, advertisement, business, sports competitions, sale of merchandise or food, or any combination thereof, and may out of necessity require a level of municipal services for its execution or conduct that is above the level provided under ordinary circumstances. This definition shall not apply to events that are solely political rallies, religious observances, or building or facility rental (i.e. weddings, anniversaries, birthday parties) unless such singular activities or uses are proposed as an integral part of a larger special event as defined herein.

Reservation Procedure

A special event application and consequential permit is required for all groups renting a Town facility or part of a facility. Rental requests will be accepted on a first come, first serve basis, no more than one year in advance. Permits will be issued to adults only and are non-transferable to any person or organization. All proposed activities and events are subject to the approval by the Town of Sunset Beach. Submittal of an application does not grant a permit nor is it confirmation to conduct the planned event.

1. Specify the preferred event location and date. The selection of an alternative location and/or date is encouraged in case the first choice is not available. It is suggested, prior to application submission, that the applicant contact the Sunset Beach Town Administrator to discuss the potential event. No reservations are confirmed until the application is processed, payment for application fee is received and the permit is issued.
2. Submit the attached application, a minimum of 30 days prior to (and maximum of one year prior to) the event, with the following:
 - a. Preliminary site map, or race/walk route.
 - b. A \$25 non-refundable application fee is due at the time of request. (All other applicable fees are due 10 business days prior to the event.)
3. Applicants may be required to submit a Certificate of Insurance naming the Town of Sunset Beach as an additional insured.
4. Following the event, the permit holder will be billed for any damages or additional expenses that are incurred. The permit holder shall be responsible to pay any such additional charges within twenty one (21) days subsequent to the event.

Park/Facility Availability

1. Park and facility availability can be checked by calling the Sunset Beach Town Hall at (910) 579-6297 during office hours of Monday – Friday from 8:30 a.m. – 5:00 p.m. Additionally, a reservation schedule can be accessed from the Town’s website, www.sunsetbeachnc.gov.
2. The Sunset Beach Town Park and amenities are available for rental year round, depending upon availability.
3. Park and facilities are not considered reserved until the application process is complete, application fees are received and permit is issued.
4. The Town reserves the right to revoke the permit if event fees are not paid in full as required.

Cancellation Policy

If you are unable to hold your event, please notify the Town of Sunset Beach at (910) 579-6297 as soon as possible.

1. No refunds will be given for application fees. The Town shall issue a refund of event fees, minus the application fee and a cancellation fee of 15% of all other fees assessed, if event is cancelled at least 30 days in advance.
2. Cancellations made less than 30 days prior to the event date will not qualify for any refund of fees.
3. No refunds will be given due to weather conditions, unless the park or facilities are officially closed by the Town, due to severe, life threatening weather.
5. With a minimum 30 day notice, a planned event date may be re-scheduled for an available date occurring within 90 days from the original event date with no rescheduling fees. If an event is rescheduled for a date in excess of 90 days from the original event date, it will be considered a new application and no credit of fees will apply.

Permits & Fees

Application fees are due at time of application. The remaining balance is due a minimum of 10 (ten) business days prior to the event, along with additional paperwork, maps, etc. Failure to submit fees and requested documentation may result in a denial of permit application. Forms of payment accepted: Cash, Check, and Money Order. Fees are listed on the Special Event Application.

Rules and Regulations

1. Approval of Event: Town staff reserves the right to inquire during the application process to determine if the request is a special event or not. Town staff reserves the right to refuse events

based on prior relationships with the requestor. Relationships will be evaluated on the organizers ability to submit timely fee, comply with town policies, rules and regulations, commitments filled, and any other issues identified by staff.

2. Fee Charges: Payment of all charges shall be made to the Town of Sunset Beach. Applicants shall be charged for application (if applicable), all town services deemed necessary, rental and permitting fees. Deposits, as indicated on Special Event Fee Schedule, may be required for Town equipment use.

3. Insurance: Proof of liability insurance, naming the Town of Sunset Beach as an additional insured, shall be required at the greater of the statutory limit, or \$1,000,000 for each occurrence and \$1,000,000 general aggregate. The organization agrees to indemnify and defend the Town from any claims brought or actions filed against the Town for any reason, including discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees, and representatives of either party.

4. Town staff: Staff resources are limited to permit processing, site and/or facility reservation, and normal facility/property maintenance. All additional services will be charged at the actual cost rate.

5. Town Equipment: Shall not be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the town facility being requested and is to be used according to its intended purposes.

6. Organizers and Permit Availability: The permit holder or designee is required to be on site during the entire event including set-up and cleanup of the event. A copy of the issued permit must be retained during the entire time of the rental and shown upon request.

7. Sponsorship: All Sunset Beach based non-profit organization's application fees will be waived. Additional services will be charged accordingly.

8. Preparation and Site Viewing: the Town reserves the right to require a meeting between the permit holder and the town prior to the event. The town reserves the right to request a pre-event site inspection and post-event site inspection with permit holder present.

9. Times of the Event: Events are restricted to the public hours of the park, unless otherwise approved. Please include set up and clean up time in your request.

The town reserves the right to determine the allowed time for any even as may be appropriate for the event.

10. Termination of Event: At any time during the event, the Police Chief or Fire Chief or their representatives, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety offices whereby the proper execution of their duties are endangered.

11. Signs, Banners and Materials: The attachment of any objects, signs, banners or materials to trees, shrubs, light poles or park features is prohibited. All signs posted by the permit holder must be removed from the event site/route at the conclusion of the event.

12. Tents, Booths and Canopies: All tents and booths must be shown on the site map. The town reserves the right to approve the size and location of all tents, booths and canopies prior to

installation. These can be placed only in the areas pre-designated by staff because of the location of underground utilities and irrigation.

13. Trash and Clean Up: The permit holder is responsible for renting, placing and removing all additional needed dumpster or trash receptacles. The permit holder shall be responsible to clean up the site. The permit holder will be billed for any additional special maintenance services required for the event. The Town encourages “green” events that actively recycle of reduce the amount of waste the event produces.

14. Portable Toilets: The permit holder is responsible for renting, placing and removing portable toilets and number of portable toilets must meet the requirements as determined by Brunswick County Health Services The locations for placement of these units shall be approved by Town staff.

15. Selling Food: Food vendors on public property are responsible for obtaining the approval from the Brunswick County Health Services and the State of North Carolina. Proof of such approval may be requested by the Town of Sunset Beach.

16. Temporary Licenses for Sale of Alcoholic Beverages: A temporary license for the sale of intoxicating liquor in connection with a social event within the Town may be issued in accordance with North Carolina State Statutes § 18B-1001-1002. Please contact the Town Clerk, at 910-579-6297, for more information about fees and processes at least 60 days in advance.